

Professional and Managerial Branch
Fiscal and Tax Administration Group
Accounting Series

ACCOUNTANT II

09/89

CHARACTERISTICS OF THE CLASS:

Under direction, supervises and coordinates day to day financial affairs of general accounting; performs related duties as required.

EXAMPLES OF DUTIES:

Plans, organizes, coordinates and reviews general accounting activities including general ledger, payroll, cash management investments, accounts payable and accounts receivable; provides financial analysis of City revenues; prepares financial reports and assists in preparation of all special financial studies/reports as requested.

Implements and maintains budgetary systems; develops and implements forms and procedures manuals for accounting activities; monitors budget, account balances and federal grant budgets; transfers funds among bank accounts as required; maintains records and prepares reports; enters retrieves and analyzes data obtained from automated systems and personal computers.

Supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited College or University with a Bachelor's degree in Accounting or a Business Administration degree with a concentration of thirty semester hours in Accounting and two years of professional accounting work experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and methods of accounting; good knowledge of financial and budgetary planning and procedures; good knowledge of grant and municipal accounting procedures; good knowledge of computerized accounting systems; some knowledge of supervisory techniques, standards of conduct and work attendance; some knowledge of automated accounting management information computers, associated peripheral equipment and applications programs.

Ability to prepare financial statements and analyze and interpret financial data; ability to develop, coordinate and implement accounting systems; ability to recommend modification to automated systems; ability to supervise, train and evaluate assigned personnel; ability to establish and maintain effective working relationships with officials and fellow employees; ability to express oneself clearly and concisely, both orally and in writing; ability to maintain records and prepare reports.

Physical Requirements: Sitting for long periods of time, mobility within an office environment.

Director of Personnel

Department Head